

**CITY OF STOUGHTON
ROADWAY HAZARDS POLICY**

PURPOSE

This policy provides simple standardized procedures for personnel to follow to handle various types of roadway hazards.

OBJECTIVES

1. To provide guidelines for Dispatchers, Supervisors and other personnel for daytime road hazards.
2. To provide a policy for Dispatchers, Supervisors and other personnel for off-hour road hazards.

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SECTION 1: DEBRIS IN THE ROAD OR CITY RIGHT-OF-WAY

Daytime operations during normal work hours:

Once a call comes in to the Street Department, Office Staff should inform the appropriate personnel or Supervisor of the situation to plan and carry out the necessary response.

If the debris is minor and can be easily handled, Streets Office Staff should radio appropriate crews to the address and correct the hazard.

If the debris is major, Streets Office Staff should notify the appropriate Supervisor to have the situation checked for proper action.

Off-Hour operations:

In most cases calls received by Police Dispatch should be assessed and should be forwarded to the Street staff on call if immediate action is needed, or forwarded to the Street department the following business day. If Police personnel are on site, they should assess the situation and take appropriate action to ensure the scene is safe. If necessary, call the Street Superintendent (608-577-1897) to notify him of the situation to take proper action.

1.01 Dead Animals

- ◆ Daytime hours: Streets Office Staff should notify Sign crew to pick up and dispose of the animal. Police Dispatch should notify the Street department if they receive a call regarding a dead animal.
- ◆ Off hours: Police Dispatch should note location and type of animal and notify the Street Department the next business day.
- ◆ For deer call the Dane County Highway Department (608-266-4261) for pickup.
- ◆ Pets with identification: Efforts will be made to contact the owner by Police or Street Department personnel.

1.02 Gravel, Dirt and Lumber Spills

- ◆ Daytime hours: Streets Office Staff should notify a supervisor or crew in the area.
- ◆ Off hours: Police should assess the situation first. If possible eliminate the hazard, clean up debris to safe location or place barricades around it. Document the location and notify Street Department the following business day. If necessary contact the on call Street Department employee (608-209-2418).

1.03 Branches and Limbs

- ◆ Daytime hours: Streets Office Staff should notify a supervisor or crew in the area.
- ◆ Off hours: Police should assess the situation first. If possible clean up debris to safe location or place barricades around it. Document the location and notify Street Department the following business day. If necessary contact the on call Street Department employee for assistance (608-209-2418).

1.04 Accident Debris

- ◆ Daytime hours: Police on scene should clean up accident debris. If necessary, contact the Street Department for assistance (608-873-6303).
- ◆ Off hours: Police should assess the situation first. If possible eliminate the hazard, clean up debris to safe location or place barricades around it. Document the location and notify Street Department the following business day. If necessary contact the on call Street Department employee (608-209-2418).
- ◆ If there is biohazard, contact Madison Fire Department through **911** system.

1.05 Spills

If you have a chemical spill:

- A. Assess the situation using professional judgment. If the spill is *controllable*; identify the product and refer to the Material Safety Data Sheet (MSDS) for the spill response procedures, and then put on the appropriate personal protective equipment for the chemical or material (i.e. safety glasses, splash goggles, neoprene gloves, face shield, rubber suit or apron, chemical coveralls, respirator, etc.).
- B. Position a fire extinguisher near the cleanup area (for flammable liquids or products).
- C. Take the necessary measures to prevent the spill from advancing towards drains or catch basins, and other chemicals, products or materials. Use zorb compound, or absorbent boom dikes and place accordingly. Let the absorbent materials work. NOTE: If a container was the spill source, carefully and quickly put the source container in a larger bucket or drum.
- D. Stop and reassess the chemical release situation. If the situation has changed and is uncontrollable, contact **911** immediately. If it is still both a controllable and non-dangerous situation, the cleanup can continue.
- E. Remove and clean up the absorbent materials. Put in a plastic bag (double bagged), tie it, and properly dispose.

SECTION 2: ROAD CONSTRUCTION AND WORK ZONES

2.01 Construction by City Crews

All City employees are required to meet the Work Zone Safety Standards of the M.U.T.C.D.

- ◆ Daytime hours: Office staff should contact a supervisor or crew to take appropriate action as needed to insure a safe work zone. Notify Police dispatch if road closure is necessary.

- ◆ Off hours: Police on scene should assess the situation and take corrective action if possible to ensure a safe work zone. If necessary contact the on call Street Department employee (608-209-2418).

2.02 Construction by Contractor

- ◆ Daytime hours: Office staff should contact the project contact numbers for appropriate project or the appropriate City department in charge of the project. For County Roads contact Dane County Highway (608) 266-4261.
- ◆ Off hours: Police dispatch should ensure the work zone is safe if possible, then contact the project contact numbers for County or City projects. If this information was not provided or the project contacts are unavailable, please contact the following numbers:
 - County roads contact Dane County Sheriff Office (608-255-2345)
 - City streets contact on call Street Department employee (608-209-2418)

SECTION 3: ROAD FAILURES DUE TO UNDERGROUND UTILITIES

3.01 Sanitary Sewers or Water Works

- ◆ Daytime hours: Office staff should notify a Utility supervisor of the problem. Police Dispatch should contact the Utility office with location and information.
- ◆ Off hours: Police should assess the situation first. It may only need to be barricaded. If minor, ensure the work zone is safe and notify the Utility office of the situation and location the next business day. If necessary, contact the Utility supervisor for further instructions or assistance.

3.02 Storm Sewers, Culverts and Storm Intake Grates

- ◆ Daytime hours: Office staff should notify a supervisor of the problem. Police Dispatch should contact the Street department with location and information.
- ◆ Off hours: Police should assess the situation first. It may only need to be barricaded. If minor, ensure the work zone is safe and notify the Street department of the situation and location the next business day. If necessary, contact the Street Department on call employee (608-209-2418) for further instructions or assistance.

3.03 Private Utilities (i.e. electric, telephone, cable)

Police dispatch or office staff should contact the appropriate utility company directly regarding the situation. Personnel at the scene should ensure a safe area and barricade if necessary.

SECTION 4: MINOR ROAD SURFACE REPAIRS

4.01 Potholes

- ◆ Daytime hours: Street office staff should get information on how severe the hazard might be and location. Notify Street supervisor or give information to patch crew if instructed to do so.
- ◆ Off hours: Police should assess the situation for possible barricading or patching. If necessary contact the on call Street Department employee (608-209-2418).

4.02 Settling Utility Repairs

- ◆ Daytime hours: Office staff should inquire as to it being a dip in the road or a hole in the road. Notify a Utility supervisor or the appropriate utility company.
- ◆ Off hours: Police on scene should personally assess the situation. Barricade the location if necessary and contact the Utility office the next business day. If necessary contact the on call Utility supervisor for further instructions.

APPROVED BY THE COMMON COUNCIL: May 25, 2010

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